



# **HR/PAYROLL AST LEADS MEETING**

Wednesday, April 22, 2009

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## Employee Self-Service/Manager Self-Service

- System overview
- Change impacts

## Time Management

- System overview
- Change impacts



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HR/Payroll AST Leads Meeting

**EMPLOYEE SELF-SERVICE / MANAGER  
SELF-SERVICE (ESS/MSS)**

Chris Poore, ESS/MSS Lead

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## Self-Service Applications

### – Employee Self-Service (ESS)

- Includes a number of easy-to-use web applications with which employees can create, display and maintain master data in the SAP system using a browser (authorizations apply)

### – Manager Self-Service(MSS)

- Is an easy-to-use web application which gives a one-stop access for managers to all necessary information where they can perform designated HR related activities











# SAP Delivered - ESS Services

[Welcome](#) | [R/3 Enterprise](#) | [BW Report Center](#) | **[Employee Self-Service](#)** | [Manager Self-Service](#) | [Home](#)

[Overview](#) | [Employee Search](#) | [Working Time](#) | [Benefits and Payment](#) | [Personal Information](#) | [Career and Job](#) | [Purchasing](#) | [Work Environment](#) | [Travel and Expenses](#) | [Life and Work](#)

## Overview

Employee Self-Service applications provide you with easy access to information and services for employees. This page gives you an overview of the entire offering.

 <a href="#">Employee Search</a> Search for employees by name and find basic information about colleagues and their position in the company. Maintain personal information and make it available companywide.  Quick Links <a href="#">Who's Who</a>	 <a href="#">Working Time</a> Record your working times, plan your leave, and display your time data.  Quick Links <a href="#">Record Working Time</a>
 <a href="#">Benefits and Payment</a> Display the plans in which you are currently enrolled, enroll in new benefit plans, and download an enrollment form. Display your salary statement.	 <a href="#">Personal Information</a> Manage your addresses, bank information, and information about family members and dependents.
 <a href="#">Career &amp; Job</a> View and change your own skills profile. View a list of open positions in your company and apply for one of these positions.	 <a href="#">Purchasing</a> Create a shopping cart with the goods and services you need. Check the status of your order, and confirm once completed.
 <a href="#">Work Environment</a> Display and change the asset data assigned to you.	 <a href="#">Travel and Expenses</a> Create your travel request and plan travel services for your business trip including booking flights, hotels, car rentals, and train tickets. Record your travel expenses.  Quick Links <a href="#">My Trips and Expenses</a>
 <a href="#">Life and Work Events</a> Guides you through a number of Life and Work Events from a birth of a child to beginning work at a new company.	 <a href="#">Corporate Information</a> Corporate Business


# In Scope and Recommended Services

[Welcome](#) | [Sandbox 2](#) | [R/3 Enterprise](#) | [BW Report Center](#) | [Employee Self-Service](#) | [Manager Self-Service](#)


[Overview](#) | [Employee Search](#) | [Working Time](#) | [Benefits and Pay](#) | [Personal Information](#)

Overview


Overview




**Personal Information**  
Manage your addresses, bank information, personal data, and emergency contact information.



**Benefits and Pay**  
Displays your pay statement, update your W4 information, and request an employment and salary verification.



**Time Entry and Leave Balances**  
Record your working time, request leave, and review your leave balances.



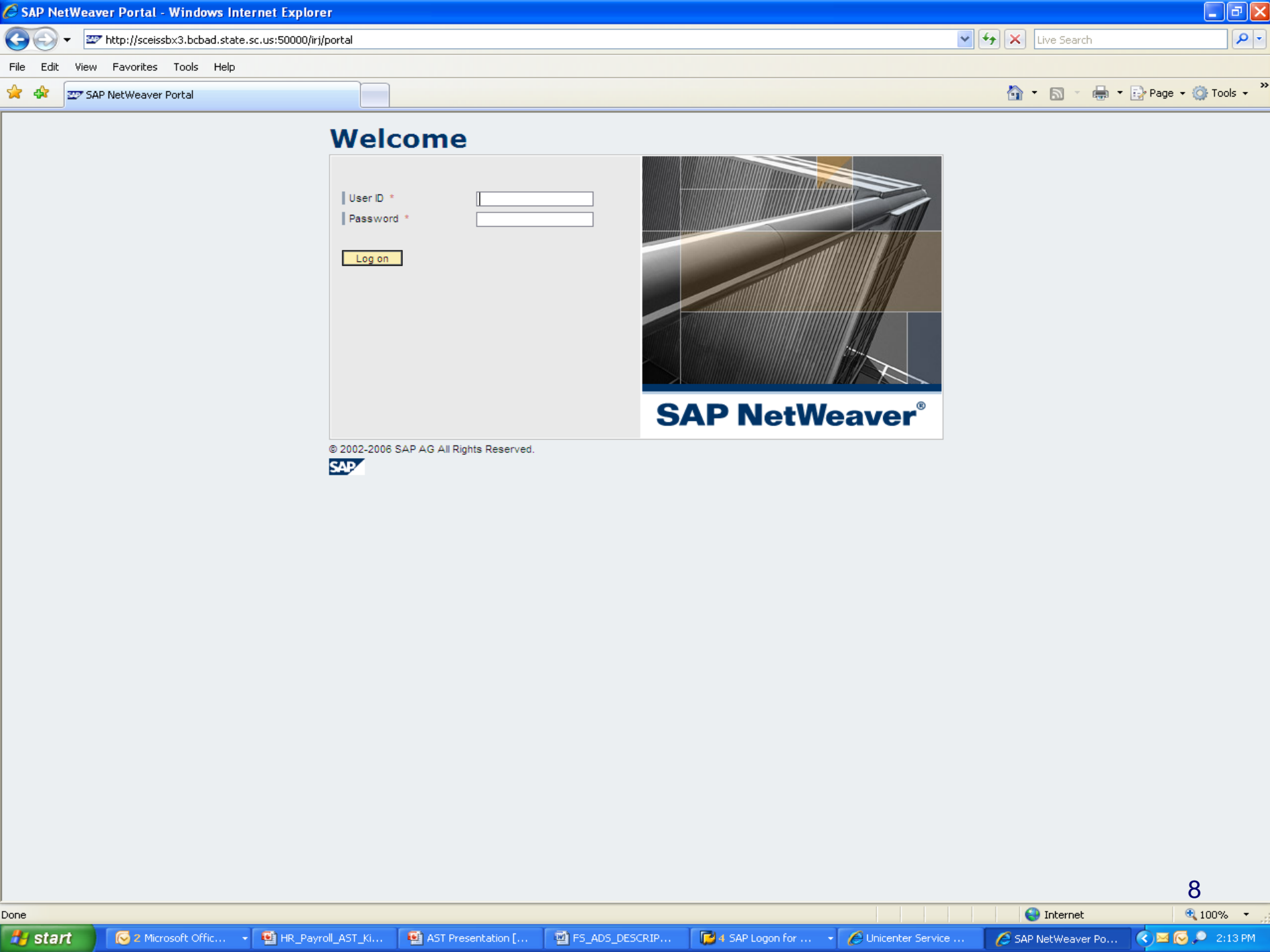
**Employee Search**  
Search for employees by name and find basic information about colleagues and their position in the company.

Quick Links  
[Record Working Time](#)

Quick Links  
[Pay Stub](#)

Quick Links  
[Who's Who](#)

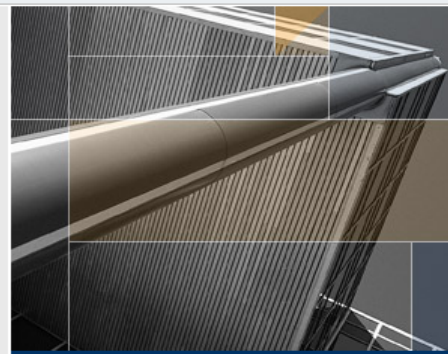
## ESS Demo



## Welcome

User ID \*

Password \*



**SAP NetWeaver®**

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Overview - SAP NetWeaver Portal - Windows Internet Explorer

http://sceissbx3.bcbad.state.sc.us:50000/irj/portal

File Edit View Favorites Tools Help

Overview - SAP NetWeaver Portal

Welcome Christopher Poore


Search Advanced Search


Overview Employee Self-Service Manager Self-Service Self-Service Administrator Content Administration User Administration HR Administrator Home


Overview Employee Search Working Time Benefits and Payment Personal Information Career and Job Purchasing Work Environment Travel and Expenses Life and Work Events Corporate Information


Overview


Welcome to South Carolina Employee Self Service Portal


 [Personal Information](#)  
Manage your addresses, emergency contacts, and bank information for direct deposits. In addition, you may view your personal data such as name, date of birth, social security number, and marital status.  
[Quick Links](#)  
[Addresses](#)  
[Bank Information](#)


 [Working Time](#)  
Record your working hours, submit leave for your supervisor's approval, and display your leave balances.  
[Quick Links](#)  
[Record Working Time](#)  
[Leave Request](#)

 [Purchasing](#)  
Create a shopping cart with the goods and services you need. Check the status of your order, and confirm once completed.

 [Employee Search](#)  
Search for State employees by name and find basic contact information such as name, agency, phone number, and e-mail address.  
[Quick Links](#)  
[Who's Who](#)

 [Benefits and Payment](#)  
Display your pay statement, update your W-4 federal and state withholdings, and request an employment and salary verification.  
[Quick Links](#)  
[Pay Stub](#)  
[W-4 Tax Withholding](#)

 [Career & Job](#)  
Allows you to access the State jobs page which has current job openings for which you may apply. In addition, you may access a link to training opportunities offered through the Budget and Control Board's Office of Human Resources.

 [Travel and Expenses](#)  
Create your travel request and plan travel services for your business trip including booking flights, hotels, car rentals, and train tickets. Record your travel expenses.  
[Quick Links](#)  
[My Trips and Expenses](#)

9

Done

Unknown Zone (Mixed) 100%

start 2 Microsoft Offic... HR\_Payroll\_AST\_Ki... AST Presentation [... FS\_ADS\_DESCRIP... SAP Login for ... Unicenter Service ... Overview - SAP Ne... 2:16 PM

http://sceissbx3.bcbad.state.sc.us:50000/irj/portal

File Edit View Favorites Tools Help

Working Time - SAP NetWeaver Portal


Welcome Christopher Poore

Search Advanced Search

Overview Employee Self-Service Manager Self-Service Self-Service Administrator Content Administration User Administration HR Administrator Home

Overview Employee Search Working Time Benefits and Payment Personal Information Career and Job Purchasing Work Environment Travel and Expenses Life and Work Events Corporate Information

### Working Time

 **Working Time**  
[Record Working Time](#)  
You can record your working time here.  
You have recorded adequate working times for all workdays up to 01/03/2009.  
Your recorded times have been approved up to 01/03/2009.

**Leave Request**  
[Leave Request](#)  
Submit Leave  
[Quota Overview](#)  
Request leave and other types of absences.

**Time Statement**  
[Time Statement](#)  
Display your working times, absence times, bonuses, and time accounts.  
[Time Statement for a Chosen Period](#)  
Display your working times, absence times, bonuses, and time accounts for a period of your choice.

Note: It is recommended that you enter working hours on a daily basis.  
Note: When submitting a leave request, the approval will be routed to your supervisor for approval.

## Leave Request



[Show Calendar](#)
[Hide Calendar](#)
[Show Time Accounts](#)
[Show Overview of Leave](#)

February 2009							March 2009							April 2009						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
5	25	26	27	28	29	30	9	22	23	24	25	26	27	14	29	30	31	1	2	3
6	1	2	3	4	5	6	10	1	2	3	4	5	6	15	5	6	7	8	9	10
7	8	9	10	11	12	13	11	8	9	10	11	12	13	16	12	13	14	15	16	17
8	15	16	17	18	19	20	12	15	16	17	18	19	20	17	19	20	21	22	23	24
9	22	23	24	25	26	27	13	22	23	24	25	26	27	18	26	27	28	29	30	1
10	1	2	3	4	5	6	14	29	30	31	1	2	3	19	3	4	5	6	7	8

☐ Absent
 ☐ Multiple Entries
 ☐ Sent
 ☐ Deletion Requested

To request or report leave, enter the required data and choose Review.

Type of Leave:

Date:  To

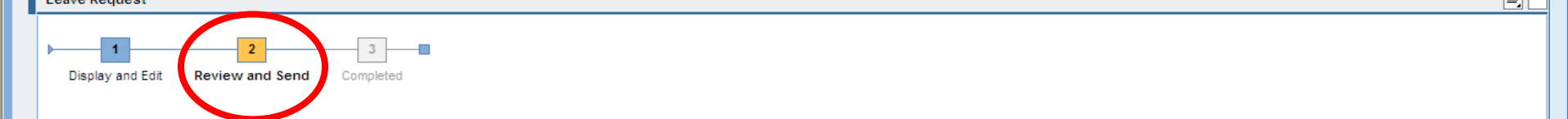
Time:  To

Duration:  Hours

Approver:

Note for Approver:

[Previous Step](#)
[Review](#)
[Cancel](#)

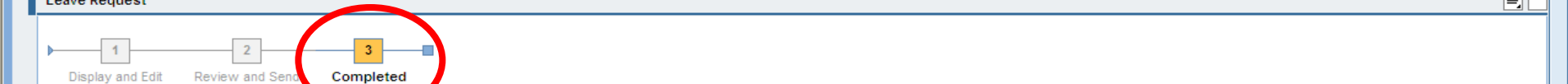


You want to request the following leave:

Type of Leave: Annual Leave  
 Date: on Tuesday, February 3, 2009  
 Time: from 8:00 AM to 10:00 AM  
 Duration: 2 Hours  
 Approver: POORE2, TEST

To send the leave request to the next processor, choose Send. You can check the processing status of the request in the overview of leave.

Previous Step Send Cancel

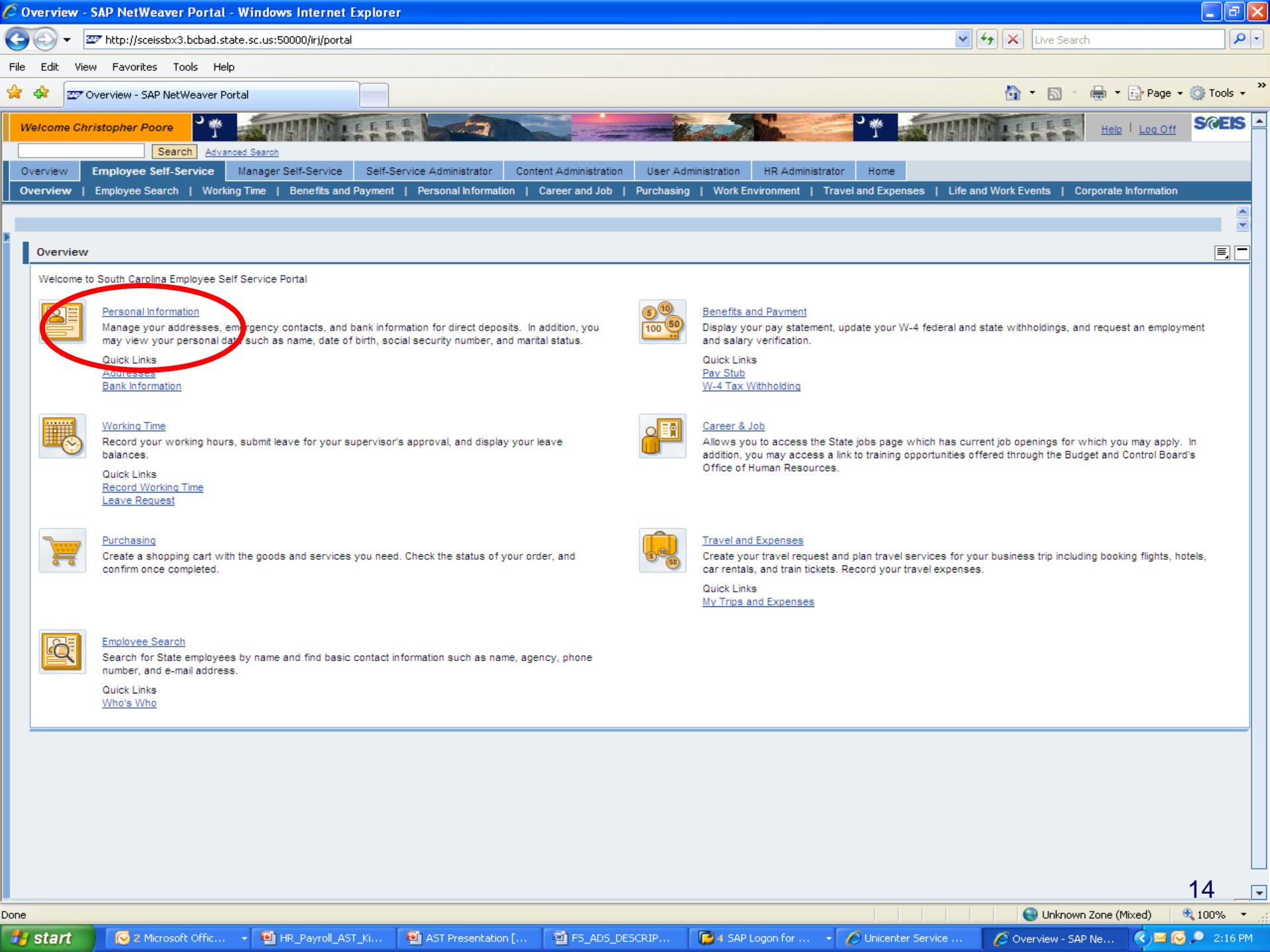


The leave request has been sent.

What do you want to do next?  
[Request Another Absence](#)  
[Go to Working Time homepage](#)  
[Go to Employee Self-Services homepage](#)

You have requested the following leave:

Type of Leave: Annual Leave  
 Date: on Monday, February 2, 2009  
 Time: from 8:00 AM to 10:00 AM  
 Duration: 2 Hours  
 Approver: POORE2, TEST





## Personal Information



## Personal Information

## Bank Information

[Addresses](#)

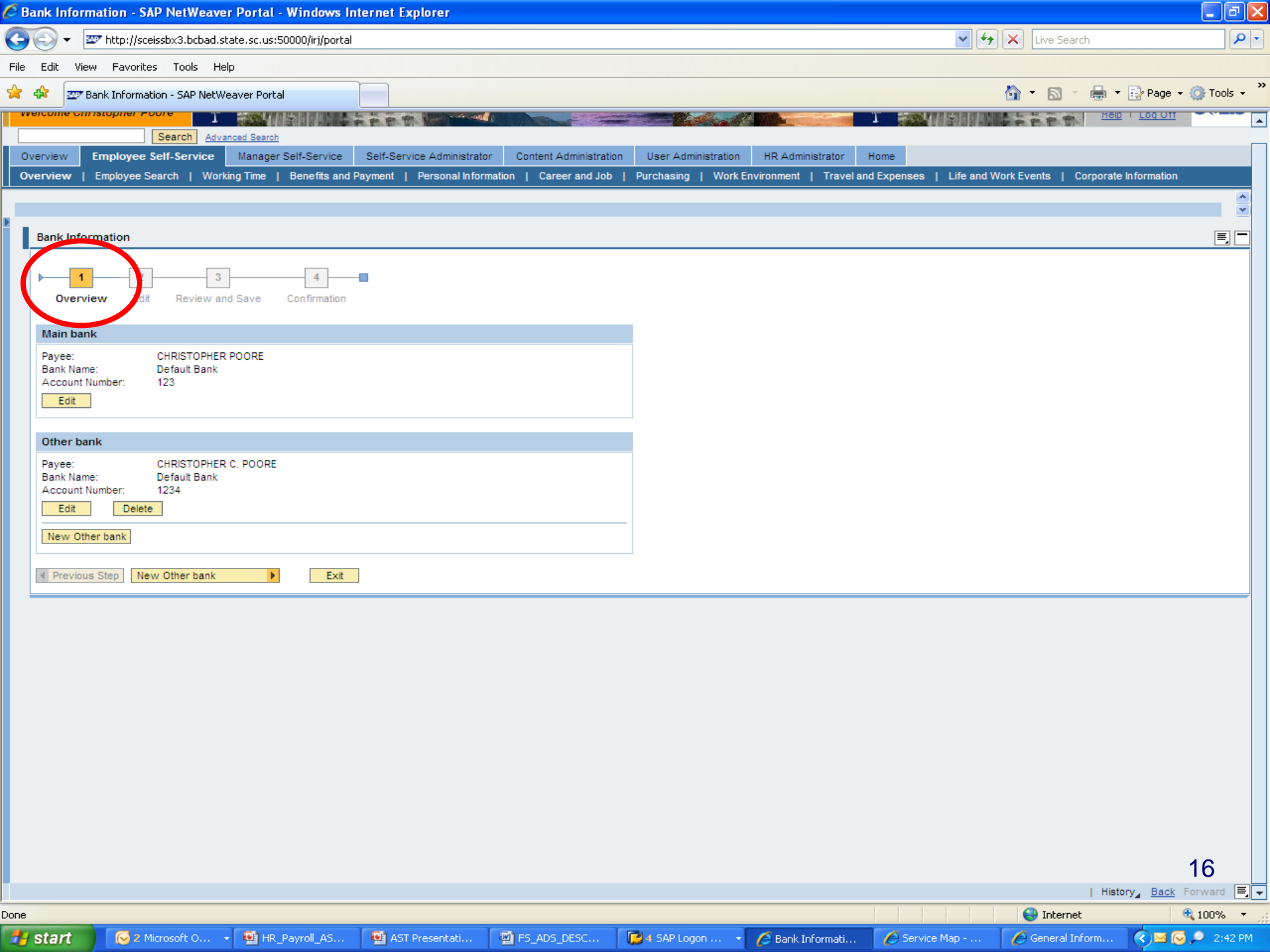
Enter, change, or delete your addresses.

[Bank Information](#)

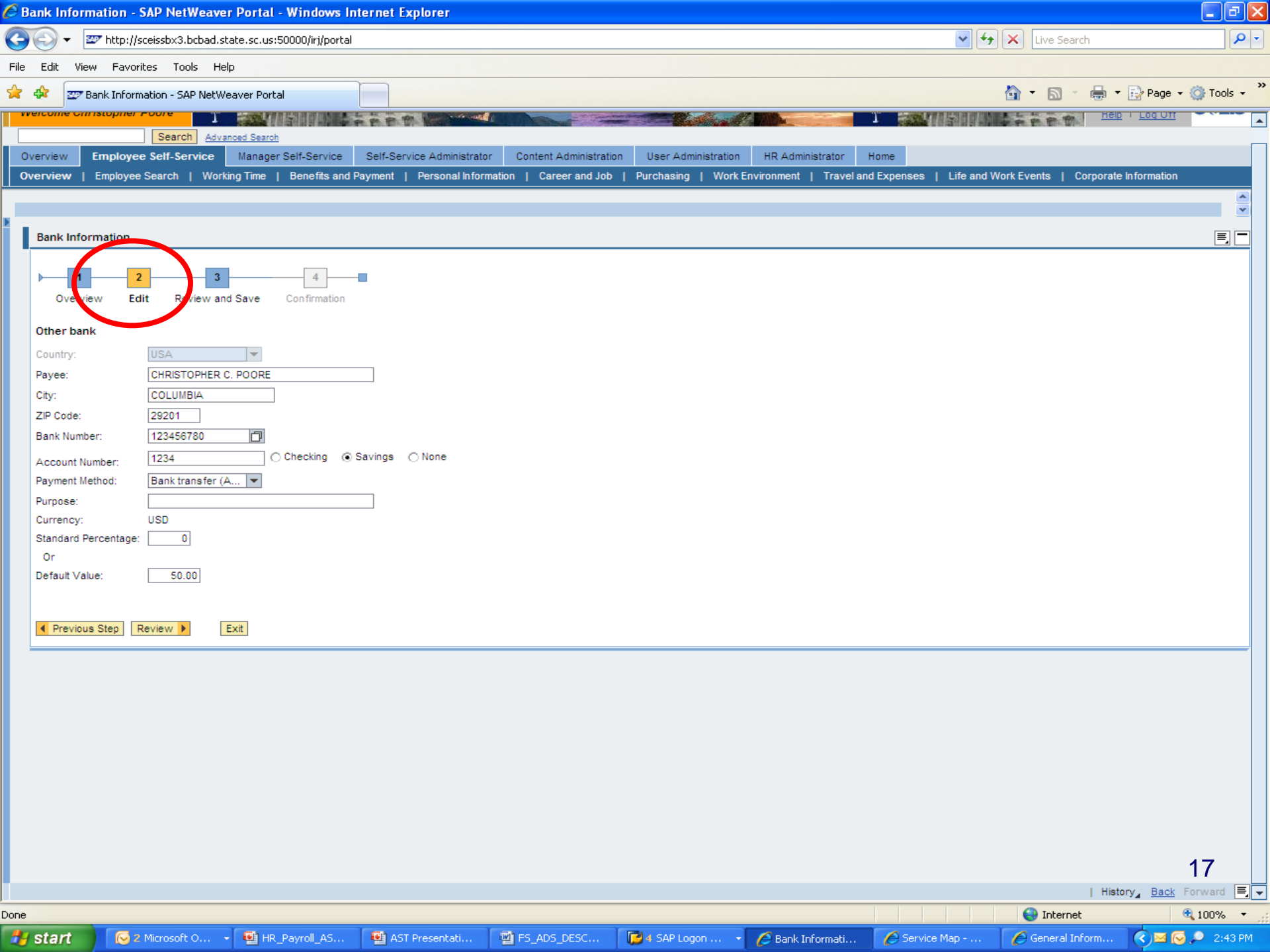
Enter, change, or delete your bank information.

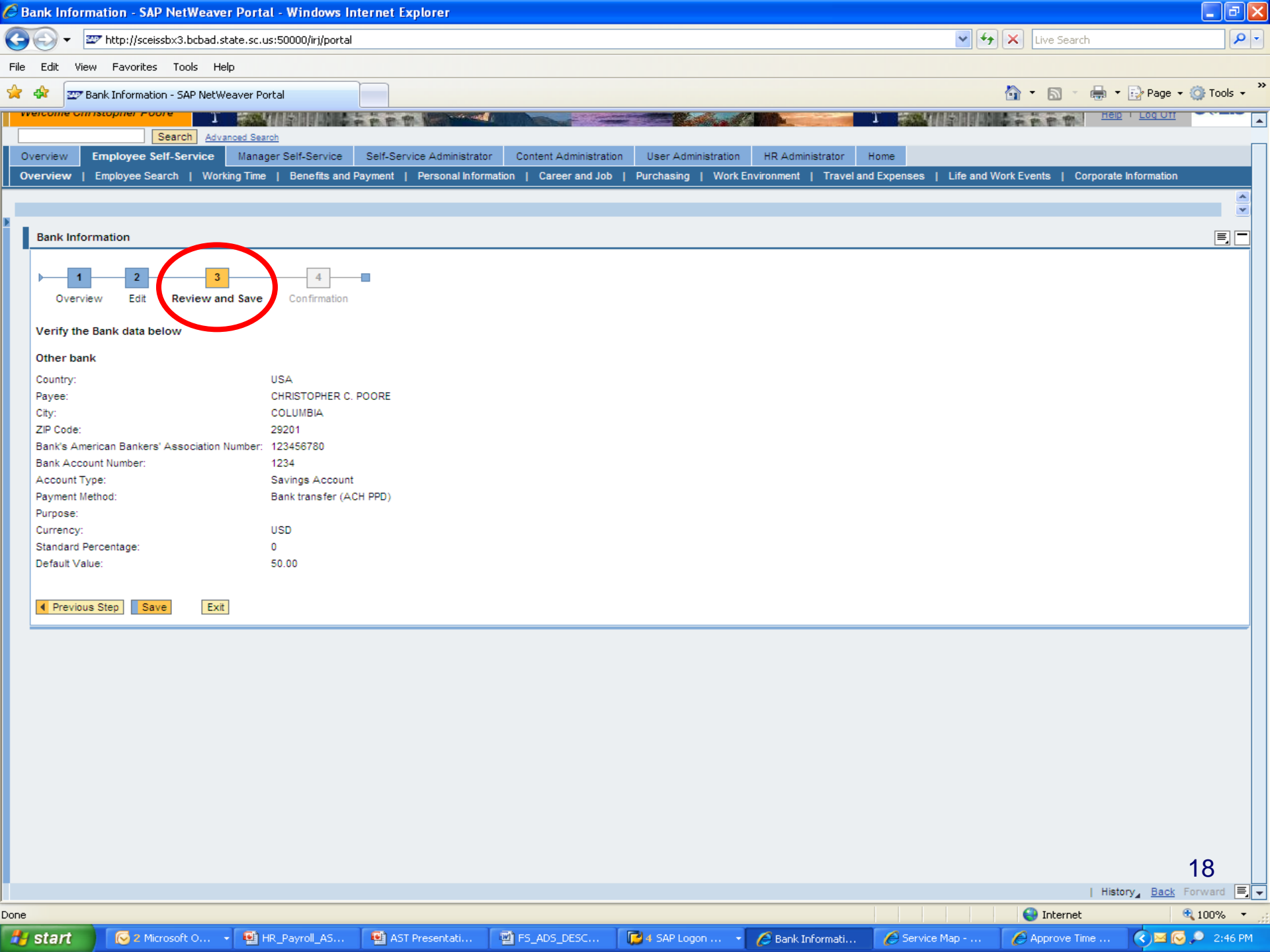
[Personal Data](#)

Enter to delete or change your personal information.

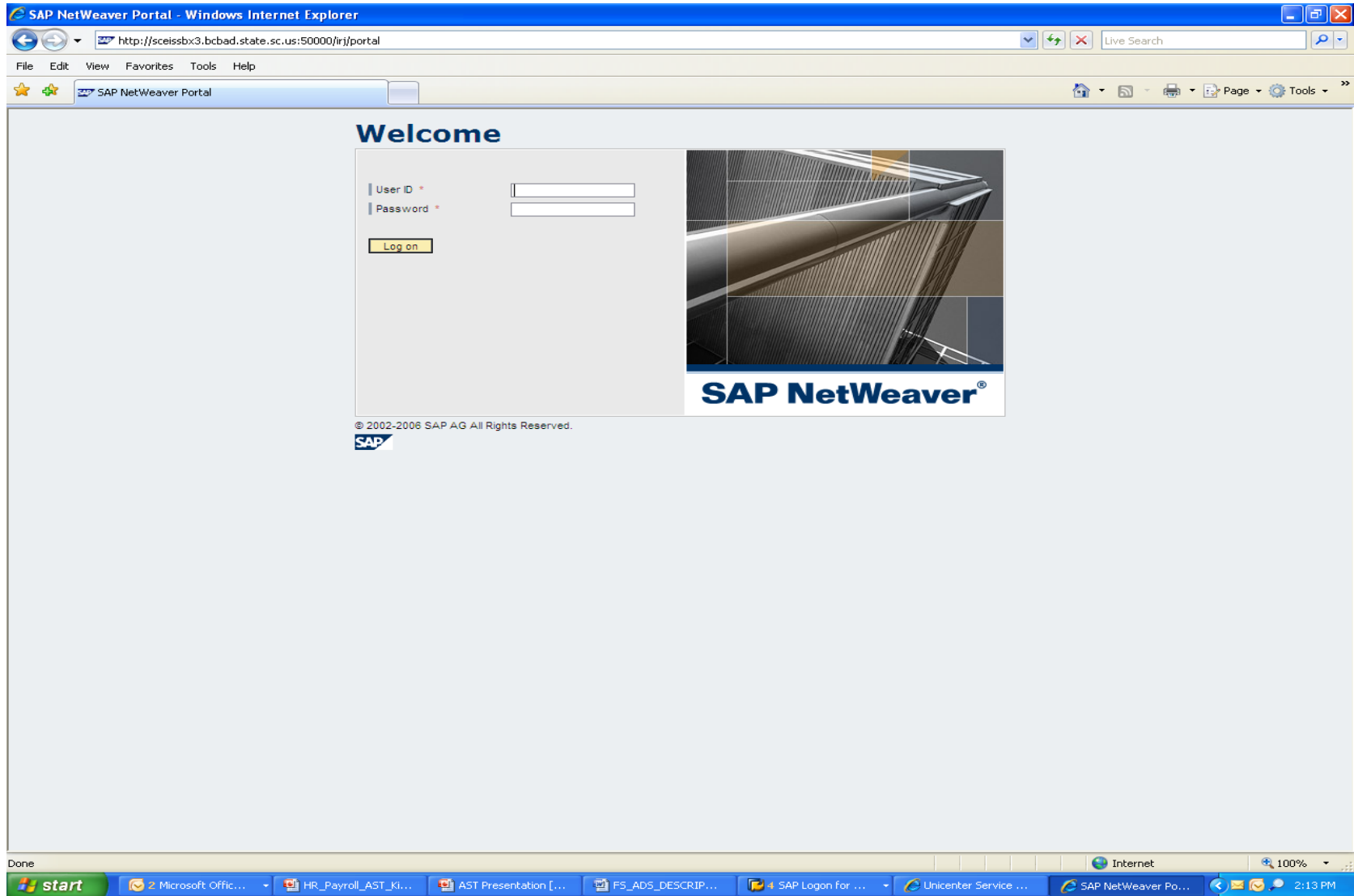








# Manager Self-Service (MSS)



20

Approve Time Sheet Data - SAP NetWeaver Portal - Windows Internet Explorer

http://sceissbx3.bcbad.state.sc.us:50000/irj/portal?NavigationTarget=navurl%3A%2F%2F640416581d0a49ee23e33658cffa75f&CurrentWindowId=WID1233603527083&NavMode=3

Approve Time Sheet Data

History Back Forward

Approve Time by Manager

1

2

3

Collective Approval Review and Save Completed

View: SAP Approval by Line Manager

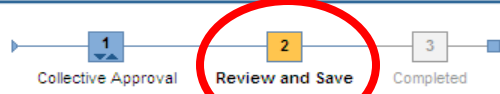
Collective Approval

Employee	Empl/appl.name	Frm	To	Message	Number	Target Time	Approval	RejectionReason
26	CHRISTOPHER C. POORE	2009/02/02	2009/02/02		<a href="#">8 H</a>	8 H	Approve All	

Previous Step

Review

Approve Time by Manager



View: SAP Approval by Line Manager

Approved Working Times		
Personnel Number	Date	Number
26	2009/02/02	8 H
	Total	8 H

Previous Step Save

# ESS/MSS: Employee Access to Computers

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- Not all employees in state government have regular computer access or e-mail accounts
- In order for an employee to access and maintain his information in ESS, he will need to have access to a computer with an internet connection
- Agencies should consider how they wish to accommodate this need prior to go-live
  - Kiosks
  - Computer rooms
  - Administrators to make changes for employees without access

# ESS/MSS: Acceptance of Electronic Signatures

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- When employees log into ESS, they will use a unique user ID and password
- The state will accept the use of this user ID and password as an electronic signature
- The employee's physical signature on paper will not be required to make any of the changes to his or her data that are updated in ESS





# HR/Payroll AST Leads Meeting

## **TIME MANAGEMENT**

Sammie Chumley, Time Lead

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- Time Management provides the means to plan, record, and evaluate employees' attendance and absence times.
  - Captures and edits employee time entries
  - Documents leaves of absence
  - Prepares entries for the state's payroll and retirement systems based on:
    - Employees' work schedules and time worked
    - Time off
    - Supporting collections
    - Approvals
    - Distributions of time data

- Time Management processes will be closely integrated with Payroll
  - Includes automated management of overtime, which will be calculated according to the Federal Fair Labor Standards Act (FLSA) and the State of South Carolina overtime policies

- The system will support the application of numerous business rules associated with the details of time-data processing, including:
  - Advance leave
  - Adverse weather
  - Shift differentials
  - Holiday pay
  - Overtime definition
  - Overtime payouts

- ④ Leave Management includes the leave request process and the management of leave balances.
  - Supervisors and managers will have real-time access to their subordinates' time and leave records.
  - Leave Management will automate the accrual of annual leave and sick leave quotas based on state-regulated accrual rules.

# Time Management: Recording Time and Leave

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- Hard copy timesheets will be replaced by electronic time recording in Employee Self-Service (ESS)
- Leave will also be requested and approved electronically in ESS/MSS
- For employees who are unable to log into ESS to enter working hours or leave, a Time Administrator role has been established to enter those hours for the employee
  - The project team will work with your agency during role mapping to determine your agency's needs related to this role

# Changes in Time and Leave Management Processes

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- Standardized determination of eligibility for and tracking of an absence related to the Family Medical Leave Act (FMLA)
  - All agencies will use the FMLA Workbench, which is a standard function in the system that assigns eligibility for FMLA based on the state's criteria and tracks FMLA leave on a continuous and intermittent basis
  - If an employee transfers to a different agency during a period of approved FMLA leave, the system will continue to track that leave entitlement at new agency
  - Each agency will need to provide FMLA information regarding usage and entitlement for each employee for the calendar year in which your agency goes live

# Changes in Time and Leave Management Processes

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- Streamlined leave balance transfer process for employees transferring from one FTE position to another in a different agency
  - Currently, the transfer of an employee's accrued leave is handled manually through the cooperation and communication of human resources personnel in each agency
  - In SCEIS, leave transfer will be handled electronically. Leave usage and balances for annual leave, sick leave, holiday comp time and FMLA will follow the employee to the new agency with no intervention as a part of the transfer procedure



# Time Management: Planned Working Times

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- 🌀 All employees in every agency must be assigned a set planned working time in the system
  - This information will be used in the system to determine an employee's leave accrual thresholds, as well as eligibility for FMLA, overtime, and compensatory time
- 🌀 Agencies will be able to access a pre-established dropdown menu of work schedules in the system
  - This information will be generated from the work schedules you provide to the SCEIS team for your employees

# Change Planned Working Time

Work schedule

Name	Sassy TM help		
EE group	1	CLASSIFIED FTE	Pers.area F030 BUDGET AND CONTROL BOARD
EE subgroup	1C	FT-NE WINS & LV	Status Active
Start	04/01/2009	To	12/31/9999 Chg. 04/01/2009 SCHUMLEY

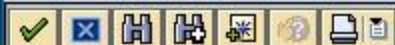
## Work schedule rule

Work schedule rule	D375R601	ITWHF-5*7.5/Day,SaS-O
Time Mgmt status	1 - Time evaluation of actual times	
Working week	Sun 12:01a-Sat 12:00m 7D 40h	

## Working time

Employment percent	100.00
Daily working hours	7.50
Weekly working hours	37.50
Monthly working hrs	162.50
Annual working hours	1950.00
Weekly workdays	5.00

## Restrictions



ES grouping: 1

Holiday Calendar ID: SC

PS grouping: 30

WS rule	Work schedule rule text	PWS	Start Date	End Date
D375RG01	MTWHF-5*7.5/Day,SaS-O	DRG1	12/01/1900	12/31/9999
D40-2817	28D/12hr,Trp 3-TeamA-W1	283A	01/01/1900	12/31/9999
D40-2818	28D/12hr,Trp 3-TeamA-W2	283A	01/01/1900	12/31/9999
D40-2819	28D/12hr,Trp 3-TeamA-W3	283A	01/01/1900	12/31/9999
D40-2820	28D/12hr,Trp 3-TeamA-W4	283A	01/01/1900	12/31/9999
D40-2821	28D/12hr,Trp 6-Post B-W1	286A	01/01/1900	12/31/9999
D40-2822	28D/12hr,Trp 6-Post B-W2	286A	01/01/1900	12/31/9999
D40-2823	28D/12hr,Trp 6-Post B-W3	286A	01/01/1900	12/31/9999
D40-2824	28D/12hr,Trp 6-Post B-W4	286A	01/01/1900	12/31/9999
D40-2825	28D/12hr,Trp 6-TCO-Day-W1	286B	01/01/1900	12/31/9999
D40-2826	28D/12hr,Trp 6-TCO-Day-W2	286B	01/01/1900	12/31/9999
D40-2827	28D/12hr,Trp 6-TCO-Day-W3	286B	01/01/1900	12/31/9999
D40-2828	28D/12hr,Trp 6-TCO-Day-W4	286B	01/01/1900	12/31/9999
D40-2829	28D/12hr,Trp 7-Team-A-W1	287A	01/01/1900	12/31/9999
D40-2830	28D/12hr,Trp 7-Team-A-W2	287A	01/01/1900	12/31/9999
D40-2831	28D/12hr,Trp 7-Team-A-W3	287A	01/01/1900	12/31/9999
D40-2832	28D/12hr,Trp 7-Team-A-W4	287A	01/01/1900	12/31/9999
D40-2833	28D/12hr,Trp 7-Team-B-W1	287B	01/01/1900	12/31/9999
D40-2834	28D/12hr,Trp 7-Team-B-W2	287B	01/01/1900	12/31/9999
D40-2835	28D/12hr,Trp 7-Team-B-W3	287B	01/01/1900	12/31/9999
D40-2836	28D/12hr,Trp 7-Team-B-W4	287B	01/01/1900	12/31/9999
D40-2837	28D/10hr,Trp 8-ACE-B-W1	288B	01/01/1900	12/31/9999
D40-2838	28D/10hr,Trp 8-ACE-B-W2	288B	01/01/1900	12/31/9999
D40-2839	28D/10hr,Trp 8-ACE-B-W3	288B	01/01/1900	12/31/9999
D40-2840	28D/10hr,Trp 8-ACE-B-W4	288B	01/01/1900	12/31/9999
D40-2841	28D/8hr,STP-TeamC-W1	289C	01/01/1900	12/31/9999
D40-2842	28D/8hr,STP-TeamC-W2	289C	01/01/1900	12/31/9999
D40-2843	28D/8hr,STP-TeamC-W3	289C	01/01/1900	12/31/9999
D40-2844	28D/8hr,STP-TeamC-W4	289C	01/01/1900	12/31/9999

## Restrictions



ES grouping: 1  
Holiday Calendar ID: SC  
PS grouping: 30

WS rule	Work schedule rule text	PWS	Start Date	End Date
D40-2846	28D/12hr,Communication A	281A	01/01/1900	12/31/9999
D40-2847	28D/12hr,Communication A	281A	01/01/1900	12/31/9999
D40-2848	28D/12hr,Communication A	281A	01/01/1900	12/31/9999
D40-C404	4x10 Day, F,SaS-O	C404	01/01/1900	12/31/9999
D40-C405	4x10 - MTWHTFSaS - DOV	C405	01/01/1900	12/31/9999
D40-RG01	MTWHTF-5*8/Day,SaS-O	DRG2	01/01/1900	12/31/9999
D42-2801	28D Cycle 12hr,A1-1	28A1	01/01/1900	12/31/9999
D42-2802	28D Cycle 12hr,A1-2	28A1	01/01/1900	12/31/9999
D42-2803	28D Cycle 12hr,A1-3	28A1	01/01/1900	12/31/9999
D42-2804	28D Cycle 12hr,A1-4	28A1	01/01/1900	12/31/9999
D42-2805	28D Cycle 12hr,B1-1	28B1	01/01/1900	12/31/9999
D42-2806	28D Cycle 12hr,B1-2	28B1	01/01/1900	12/31/9999
D42-2807	28D Cycle 12hr,B1-3	28B1	01/01/1900	12/31/9999
D42-2808	28D Cycle 12hr,B1-4	28B1	01/01/1900	12/31/9999
D42-2809	28D Cycle 12hr,D1-1	28D1	01/01/1900	12/31/9999
D42-2810	28D Cycle 12hr,D1-2	28D1	01/01/1900	12/31/9999
D42-2811	28D Cycle 12hr,D1-3	28D1	01/01/1900	12/31/9999
D42-2812	28D Cycle 12hr,D1-4	28D1	01/01/1900	12/31/9999
D42-2813	28D Cycle 12hr,E1-1	28E1	01/01/1900	12/31/9999
D42-2814	28D Cycle 12hr,E1-2	28E1	01/01/1900	12/31/9999
D42-2815	28D Cycle 12hr,E1-3	28E1	01/01/1900	12/31/9999
D42-2816	28D Cycle 12hr,E1-4	28E1	01/01/1900	12/31/9999
D43-2801	28D/12hr, BPS -TeamA-W1	280A	01/01/1900	12/31/9999
D43-2802	28D/12hr, BPS -TeamA-W2	280A	01/01/1900	12/31/9999
D43-2803	28D/12hr, BPS -TeamA-W3	280A	01/01/1900	12/31/9999
D43-2804	28D/12hr, BPS -TeamA-W4	280A	01/01/1900	12/31/9999
D43-2805	28D/12hr, BPS -TeamC-W1	280C	01/01/1900	12/31/9999
D43-2806	28D/12hr, BPS -TeamC-W2	280C	01/01/1900	12/31/9999
D43-2807	28D/12hr, BPS -TeamC-W3	280C	01/01/1900	12/31/9999



## Restrictions



ES grouping: 1  
 Holiday Calendar ID: SC  
 PS grouping: 30

WS rule	Work schedule rule text	PWS	Start Date	End Date
E375RG02	MTWHF-5*7.5/Eve,SaS-O	ERG1	01/01/1900	12/31/9999
E40-RG02	MTWHF-5*8/Eve,SaS-O	ERG2	01/01/1900	12/31/9999
N375RG03	MTWHF-5*7.5/Eve,SaS-O	NRG1	01/01/1900	12/31/9999
N40-2809	28D/12hr,Trp 3-TeamB-W1	283B	01/01/1900	12/31/9999
N40-2810	28D/12hr,Trp 3-TeamB-W2	283B	01/01/1900	12/31/9999
N40-2811	28D/12hr,Trp 3-TeamB-W3	283B	01/01/1900	12/31/9999
N40-2812	28D/12hr,Trp 3-TeamB-W4	283B	01/01/1900	12/31/9999
N40-2813	28D/12hr,Trp 4-PostA-W1	284A	01/01/1900	12/31/9999
N40-2814	28D/12hr,Trp 4-PostA-W2	284A	01/01/1900	12/31/9999
N40-2815	28D/12hr,Trp 4-PostA-W3	284A	01/01/1900	12/31/9999
N40-2816	28D/12hr,Trp 4-PostA-W4	284A	01/01/1900	12/31/9999
N40-2817	28D/12hr,Trp6-TCO-Ngt- W1	286C	01/01/1900	12/31/9999
N40-2818	28D/12hr,Trp6-TCO-Ngt-W2	286C	01/01/1900	12/31/9999
N40-2819	28D/12hr,Trp6-TCO-Ngt-W3	286C	01/01/1900	12/31/9999
N40-2820	28D/12hr,Trp6-TCO-Ngt-W4	286C	01/01/1900	12/31/9999
N40-RG03	MTWHF-5*8/ngt,SaS-O	NRG2	01/01/1900	12/31/9999
N42-2801	28D Cycle 12hr,A2-1	28A2	01/01/1900	12/31/9999
N42-2802	28D Cycle 12hr,A2-2	28A2	01/01/1900	12/31/9999
N42-2803	28D Cycle 12hr,A2-3	28A2	01/01/1900	12/31/9999
N42-2804	28D Cycle 12hr,A2-4	28A2	01/01/1900	12/31/9999
N42-2805	28D Cycle 12hr,B2-1	28B2	01/01/1900	12/31/9999
N42-2806	28D Cycle 12hr,B2-2	28B2	01/01/1900	12/31/9999
N42-2807	28D Cycle 12hr,B2-3	28B2	01/01/1900	12/31/9999
N42-2808	28D Cycle 12hr,B2-4	28B2	01/01/1900	12/31/9999
N43-2801	28D/12hr, BPS -TeamB-W1	280B	01/01/1900	12/31/9999
N43-2802	28D/12hr, BPS -TeamB-W2	280B	01/01/1900	12/31/9999
N43-2803	28D/12hr, BPS -TeamB-W3	280B	01/01/1900	12/31/9999
N43-2804	28D/12hr, BPS -TeamB-W4	280B	01/01/1900	12/31/9999
N43-2805	28D/12hr, BPS -TeamD-W1	280D	01/01/1900	12/31/9999

## Restrictions



ES grouping: 1

Holiday Calendar ID: SC

PS grouping: 30

WS rule	Work schedule rule text	PWS	Start Date	End Date
N43-2808	28D/12hr, BPS -TeamD-W4	280D	01/01/1900	12/31/9999
PTIME-01	PT MTWHF 4hrs	PT01	01/01/1900	12/31/9999
R40-2801	28D/12hr,Trp 5-Team-A-W1	285A	01/01/1900	12/31/9999
R40-2802	28D/12hr,Trp 5-Team-A-W2	285A	01/01/1900	12/31/9999
R40-2803	28D/12hr,Trp 5-Team-A-W3	285A	01/01/1900	12/31/9999
R40-2804	28D/12hr,Trp 5-Team-A-W4	285A	01/01/1900	12/31/9999
R40-2805	28D/12hr,Trp 5-Team-B-W1	285B	01/01/1900	12/31/9999
R40-2806	28D/12hr,Trp 5-Team-B-W2	285B	01/01/1900	12/31/9999
R40-2807	28D/12hr,Trp 5-Team-B-W3	285B	01/01/1900	12/31/9999
R40-2808	28D/12hr,Trp 5-Team-B-W4	285B	01/01/1900	12/31/9999
R40-2809	28D/12hr,Trp 5-Team-C-W1	285C	01/01/1900	12/31/9999
R40-2810	28D/12hr,Trp 5-Team-C-W2	285C	01/01/1900	12/31/9999
R40-2811	28D/12hr,Trp 5-Team-C-W3	285C	01/01/1900	12/31/9999
R40-2812	28D/12hr,Trp 5-Team-C-W4	285C	01/01/1900	12/31/9999
R40-2813	28D/12hr,Trp 5-Team-D-W1	285D	01/01/1900	12/31/9999
R40-2814	28D/12hr,Trp 5-Team-D-W2	285D	01/01/1900	12/31/9999
R40-2815	28D/12hr,Trp 5-Team-D-W3	285D	01/01/1900	12/31/9999
R40-2816	28D/12hr,Trp 5-Team-D-W4	285D	01/01/1900	12/31/9999
R40-2817	28D/12hr,Trp 5E-DUI-W1	285E	01/01/1900	12/31/9999
R40-2818	28D/12hr,Trp 5E-DUI-W2	285E	01/01/1900	12/31/9999
R40-2819	28D/12hr,Trp 5E-DUI-W3	285E	01/01/1900	12/31/9999
R40-2820	28D/12hr,Trp 5E-DUI-W4	285E	01/01/1900	12/31/9999
R40-2821	28D/12hr,Trp 5F-FRT-W1	285F	01/01/1900	12/31/9999
R40-2822	28D/12hr,Trp 5F-FRT-W2	285F	01/01/1900	12/31/9999
R40-2823	28D/12hr,Trp 5E-FRT-W3	285F	01/01/1900	12/31/9999
R40-2824	28D/12hr,Trp 5F-FRT-W4	285F	01/01/1900	12/31/9999
R40-2825	28D/12hr,Trp 8-ACE-A-W1	288A	01/01/1900	12/31/9999
R40-2826	28D/12hr,Trp 8-ACE-A-W2	288A	01/01/1900	12/31/9999
R40-2827	28D/12hr,Trp 8-ACE-A-W3	288A	01/01/1900	12/31/9999



## Restrictions



ES grouping: 1  
Holiday Calendar ID: SC  
PS grouping: 30

WS rule	Work schedule rule text	PWS	Start Date	End Date
R40-2821	28D/12hr,Trp 5F-FRT-W1	285F	01/01/1900	12/31/9999
R40-2822	28D/12hr,Trp 5F-FRT-W2	285F	01/01/1900	12/31/9999
R40-2823	28D/12hr,Trp 5E-FRT-W3	285F	01/01/1900	12/31/9999
R40-2824	28D/12hr,Trp 5F-FRT-W4	285F	01/01/1900	12/31/9999
R40-2825	28D/12hr,Trp 8-ACE-A-W1	288A	01/01/1900	12/31/9999
R40-2826	28D/12hr,Trp 8-ACE-A-W2	288A	01/01/1900	12/31/9999
R40-2827	28D/12hr,Trp 8-ACE-A-W3	288A	01/01/1900	12/31/9999
R40-2828	28D/12hr,Trp 8-ACE-A-W4	288A	01/01/1900	12/31/9999
R40-2829	28D/10hr,Trp 8-ACE-C-W1	288C	01/01/1900	12/31/9999
R40-2830	28D/10hr,Trp 8-ACE-C-W2	288C	01/01/1900	12/31/9999
R40-2831	28D/10hr,Trp 8-ACE-C-W3	288C	01/01/1900	12/31/9999
R40-2832	28D/10hr,Trp 8-ACE-C-W4	288C	01/01/1900	12/31/9999
R40-2833	28D/8hr STP-Team A W1	289A	01/01/1900	12/31/9999
R40-2834	28D/8hr STP-Team A - W2	289A	01/01/1900	12/31/9999
R40-2835	28D/8hr STP-Team A - W3	289A	01/01/1900	12/31/9999
R40-2836	28D/8hr STP-Team A - W4	289A	01/01/1900	12/31/9999
R40-2837	28D/8hr STP-Team B - W1	289B	01/01/1900	12/31/9999
R40-2838	28D/8hr STP-Team B - W2	289B	01/01/1900	12/31/9999
R40-2839	28D/8hr STP-Team B - W3	289B	01/01/1900	12/31/9999
R40-2840	28D/8hr STP-Team B - W4	289B	01/01/1900	12/31/9999
R40-2841	28D/8hr STP-Team D - W1	289D	01/01/1900	12/31/9999
R40-2842	28D/8hr STP-Team D - W2	289D	01/01/1900	12/31/9999
R40-2843	28D/8hr STP-Team D - W2	289D	01/01/1900	12/31/9999
R40-2844	28D/8hr STP-Team D - W4	289D	01/01/1900	12/31/9999
R40-2845	28D/12hr Communication -1	281B	01/01/1900	12/31/9999
R40-2846	28D/12hr Communication -2	281B	01/01/1900	12/31/9999
R40-2847	28D/12hr Communication -3	281B	01/01/1900	12/31/9999
R40-2848	28D/12hr Communication -4	281B	01/01/1900	12/31/9999
TEMP24-7	Temporary 24/7	TEMP	01/01/1900	12/31/9999

## Restrictions



ES grouping: 1

Holiday Calendar ID: SC

PS grouping: 40

WS rule	Work schedule rule text	PWS	Start Date	End Date
ACDBREAK	Academic Break	OFFA	12/01/1900	12/31/9999
D375AD01	MTWHF-5*7.5/Day,SaS-O	DAD1	12/01/1900	12/31/9999
D40-AD04	WE SaS - 16hrs,M9.5hrs	ADWE	12/01/1900	12/31/9999
E40-AD02	MTWHF-5*9.5/Day,SaS-O	EAD1	12/01/1900	12/31/9999
N40-AD03	MTWHF-5*9.5/Day,SaS-O	NAD1	12/01/1900	12/31/9999
TEMP24-7	Temporary 24/7	TEMP	01/01/1900	12/31/9999





HR/Payroll AST Leads Meeting  
**UPCOMING ACTIVITIES**  
Tammy Mainwaring, EC&C Lead

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# Agency Readiness Report process

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- Agency Readiness Reports will be sent to AST Leads by their Agency Advocates on the Tuesday of the last business week of the month, showing progress on activities that month. A reminder will be attached for any activities that are due by the end of that month.
- AST Leads will have until the last business Friday of each month to raise questions and provide updates for the report.
- Agency Readiness Report will be sent from Enterprise Change and Communications to AST Sponsors on the 3rd business day of the following month. The AST Lead will be copied.
- AST Sponsors can send questions and comments to the AST mailbox: [sceis-ast@sceis.sc.gov](mailto:sceis-ast@sceis.sc.gov).

# Upcoming activities

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- 🌀 Breakout meetings with Agency Advocates  
*(Wave One agencies)*  
*Today, 11:30 a.m.-12:00 p.m., immediately  
after general HR/PY leads meeting*
- 🌀 Time Management Conversion data requests  
*Due April 30 (Wave One agencies)*  
*Due May 29 (Wave Two and Wave Three agencies)*

# Upcoming activities

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## 🌀 HR/Payroll AST Leads (*all agencies*)

*Wednesday, May 27, 9-11 a.m.*

*Location TBA – Changing from Midlands Tech Airport Campus*

## 🌀 Breakout meetings with Agency Advocates (*Wave 1 agencies*)

*Wednesday, May 27; 11:30 a.m.-12:00 p.m., immediately after general HR/PY Leads meeting*



# HR/Payroll AST Leads Meeting

## **BREAKOUT SESSIONS**

### Agency Advocates

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